



SMART Stewardship

GENERAL SERVICES DIVISION

Division Newsletter

November 2014

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General Services Division

The General Services Division of the Department of Administration consists of three bureaus: State Procurement, Facilities Management, and Print and Mail Services.

Together, their mission is to deliver professional and responsive services to government agencies and the public while maximizing effectiveness and minimizing costs in the areas of facilities management, public procurement, printing, mailing, and surplus property management.

New Administrator

In February, Steve Baiamonte took the reigns as the new division administrator. Steve comes to GSD from the Montana Department of Justice where he retired after 20 years, serving the last nine years as the commander of the Dignitary Protection Detail. Steve graduated from Montana State University with a Bachelor's in Agricultural Education. He also earned a Master's Degree in Public

Relations from MSU Billings.

New Facilities Management Bureau Chief

On April 1, 2014, Josh LaFromboise started as the Facilities Management Bureau Chief. Josh comes to FMB with over 10 years of facility management experience with the Helena Housing Authority. Josh is a Helena native and a graduate of the University of Montana.

Facilities Management Bureau

Throughout the summer of 2014, the Facilities Management Bureau (FMB) conducted facility condition inventories (FCI) of 14 buildings on the Capitol Complex.

What is an FCI?

The Facilities Condition Inventory is a building by building audit process that captures deficiencies in building systems and helps facility managers

and administrators plan for long term building operations and budget for future maintenance projects. Montana State University created the software program used by FMB to capture and analyze building data. The FCI is a tool used to monitor deferred maintenance liability. Managing deferred maintenance is identifying, tracking, and

budgeting for facility deficiencies.

FMB's goal is to use the data gathered during the FCI process to present the Legislature with a comprehensive analysis of the deferred maintenance issues plaguing the aged buildings on the Capitol Complex.

"Our mail department has the skills and high speed inserting and tabbing equipment to help in assuring your mail makes it to its destination in the most cost efficient ways."

What's New in Print and Mail Services

With the institution of new technology and experience Print and Mail services produces more print material now than ever before. Digital Printing now cuts down on running more copies than you need for a more affordable cost while the presses are still here for the larger runs, bindery

equipment that allows us to keep more jobs in house than ever before. Our mail department has the skills and high speed inserting and tabbing equipment to help in assuring your mail makes it to its destination in the most cost efficient ways. Whether it's for marketing supplies,

mailings or your departments annual report, we have the experience here to invite you to come down and take a tour, sit down with one of our employees and let us help you with your next print or mailing jobs. We specialize in fast turnarounds.

Interagency Mail

Interagency envelopes are designed for repeated use for interdepartmental mailings. Previous markings should be crossed out to ensure proper delivery to the intended recipient. The addressee should always appear on the next

available line. Never address between previous markings. **PLEASE PRINT CLEARLY!** Use the full name of the addressee and the correct division/agency name. An alternate method of addressing deadhead is to address as if going

through the USPS using the addressee's name, agency, state PO Box, City, State and state ZIP+4, and using a standard size business envelope. Please have **DEADHEAD** clearly marked on any envelope used for interagency mail.

Surplus Property Program

The State Surplus Property Program recently initiated three new services to assist agencies with their surplus property needs. Delivery of purchased surplus property in the Helena area is now being offered along with the ability to view current inventory online. Delivery services

are available for \$30/hour and can be arranged by contacting Mark Athearn at 444-9921. Additionally, Surplus Property is now accepting system component furniture and will offer these for resale to state and local governments.

State Procurement Bureau

The State Procurement Bureau (SPB) is responsible for the procurement of all goods and services by state agencies and for all phases of contract administration. SPB has overseen several procurement policy updates and purchasing guideline revisions for state agencies over the biennium. In early 2014, SPB revised many of the administrative rules pertaining to state procurement. These rules were officially adopted on May 12, 2014 and can be found on the Secretary of State's ARM website.

Additionally, SPB participated in the Governor's Effective Work Group project in order to determine where efficiencies can be gained and effectiveness can be improved upon. As a result of these meetings, SPB is in the process of establishing an increase to the small-purchase bid limit for goods from \$25,000 to \$50,000. SPB is also pursuing legislation to allow for contract term extensions beyond the statutorily defined 7-10 years, based upon the

approval of the DOA Director. SPB will keep state agencies up-to-date on the status of both amendments.

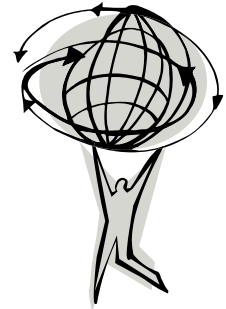
SPB has recently begun providing state agencies with additional resources for contract management. In conjunction with the Professional Development Center, SPB is now offering a contract management class that will discuss the various avenues to successfully managing state contracts. Effective contract management is essential to ensuring that contracts are completed on time and on budget. This course will provide contract managers with the skills necessary to ensure contract compliance, knowledge on what to do in the event of contract breach, and the proficiency to handle contract disputes in a timely manner. In addition, SPB is currently drafting and reviewing a MOMs policy outlining the standards by which an agency must administer their contracts. The policy is currently in draft form, and SPB intends to

release the final version by the end of the calendar year.

New Term Contracts available to state agencies include Data Communications products and services; Enforcement Vehicle Consoles; Training Services; and Statewide Shredding services. Travel Agent services will be soon be available for state travel needs, including airline bookings, lodging reservations, and vehicle rental. Term Contracts for Ammunition will not be renewed due to continued delivery challenges and nationwide price fluctuations. Agencies requiring ammunition must obtain these products according to their delegated authority.

Details on all the State's Term Contracts can be found on the General Services Division website at gsd.mt.gov.

For questions pertaining to the State Procurement Bureau, please contact Brad Sanders at (406) 444-1459 or bsanders@mt.gov.



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2014 GSD Projects

